

## Contents

- 1 Dads From Day One
- 2 Jackson County Support Services Unit
- 3 Michigan State Disbursement Unit - Adding Value
- 5 Cases in Brief
- 6 Capitol Corner
- 11 FYI

JULY 2004

VOLUME 17, NUMBER 4

### Dads from Day One

*by Ellen Durnan, Senior Policy Analyst, Office of Child Support*

In October 2003, the Office of Child Support of the Michigan Family Independence Agency was awarded a federal 1115 Waiver grant to improve services to low-income noncustodial parents. The demonstration project, **Dads from Day One**, will feature an innovative coordinated approach to front-end services for low-income fathers, thereby increasing their financial and emotional support of their children. The total project cost is \$500,000. Of that, \$145,000 will be federal grant funds and \$355,000 will come from matching Title IV-D and state funds. The project is scheduled to run for 36 months. The demonstration project site is Wayne County.

**Dads from Day One** builds on lessons learned about child support, fatherhood, and marriage promotion over the past decade. It focuses on “front-end” child support enforcement, beginning at birth and continuing through the issuance of a child support order and the first few months of payments. The program seeks to help parents establish realistic child support orders and provide financial and emotional support to their children. During the “front-end” process, the program will provide case management services to low-income unwed fathers. The premise is that if the “front-end” process is improved, it will strengthen the relationship among the father, mother, and child. In turn, these strengthened relationships will promote voluntary compliance with child support orders. The desired outcomes include fewer default cases, orders that are better related to ability to pay, and fewer or lower arrearages.

The major components of the “front-end” approach include:

- **Identify cases and services that can be offered at the front end (beginning when the child is born).** Case workers will meet with parents in the hospital, provide an opportunity to acknowledge paternity, and then work with the parents to improve the noncustodial parent’s ability to provide financial and emotional support for the child. In addition, the program will collaborate with existing community-based programs to provide parenting classes to all unwed parents.

*continued on page 4*

## Jackson County Support Services Unit

*by Bryan A. Christie, Chief Investigator, Jackson County Friend of the Court*

On November 17, 2003, the Jackson County Friend of the Court (FOC) created a new customer service unit called the Support Services Unit (SSU). Our planning for this unit began in 2002. The FOC Management Team believed that client interaction would increase after the state implemented new Michigan Child Support Enforcement System (MiCSES). Unfortunately, those predictions were right on the mark; client contact has increased dramatically since the MiCSES implementation in April 2003. We have noted increases in both telephone call volume and walk-in traffic. Telephone calls have increased from about 14,000 per month to well over 20,000. The number of clients walking into the office has gone from 50 a day to over 100.

The new SSU has five full-time employees, and one  $\frac{3}{4}$  time employee. Two of the SSU staff came in from the former receptionist unit; two previously were court clerks; one came from the accounting unit; and a new  $\frac{3}{4}$  time position was created. The employees previous work responsibilities are very similar to the functions they will perform with the SSU. The SSU members will share responsibilities and rotate job functions on a quarterly basis.

The SSU has three staff covering walk-in traffic at the reception windows and three answering telephone calls. If the walk-in traffic slows, then the SSU staff members performing reception duties can help with the phone traffic. Telephone call volume has always been a concern in the Jackson FOC and continues to offer the greatest challenge for the SSU staff.

Other SSU staff duties include: (1) answering personal and telephone inquiries regarding account information; (2) mailing forms, audit information, and payment histories; (3) scheduling show cause hearings regarding non-payment, medical, parenting time, and other enforcement related matters; (4) answering calls from employers regarding income-withholding orders; (5) mailing notices of the results from show cause hearings; and (6) changing the FOC's records of addresses, employers, and social security numbers. They also open and close the office, which requires starting copiers and fax machines, doing other daily preparation duties, and stocking the office with appropriate forms and brochures.

The goal of the new SSU is to vastly improve customer services by greeting walk-in clients within ten minutes and answering all phone calls within seven minutes. Once the SSU staff members have engaged a client, they try to answer the questions or direct them appropriately within seven minutes.

We are seeing positive results as the SSU improves customer service. The average wait for an appointment with an enforcement caseworker or accounting staff person has decreased from five weeks to between one and three weeks. Correspondence received by front line staff has greatly diminished, thus allowing them to become more proactive in the enforcement arena.

As the SSU continues these improvements, there is no doubt that Jackson County clients benefit from this new and innovative effort at improving relationships between the public and the Jackson County FOC.

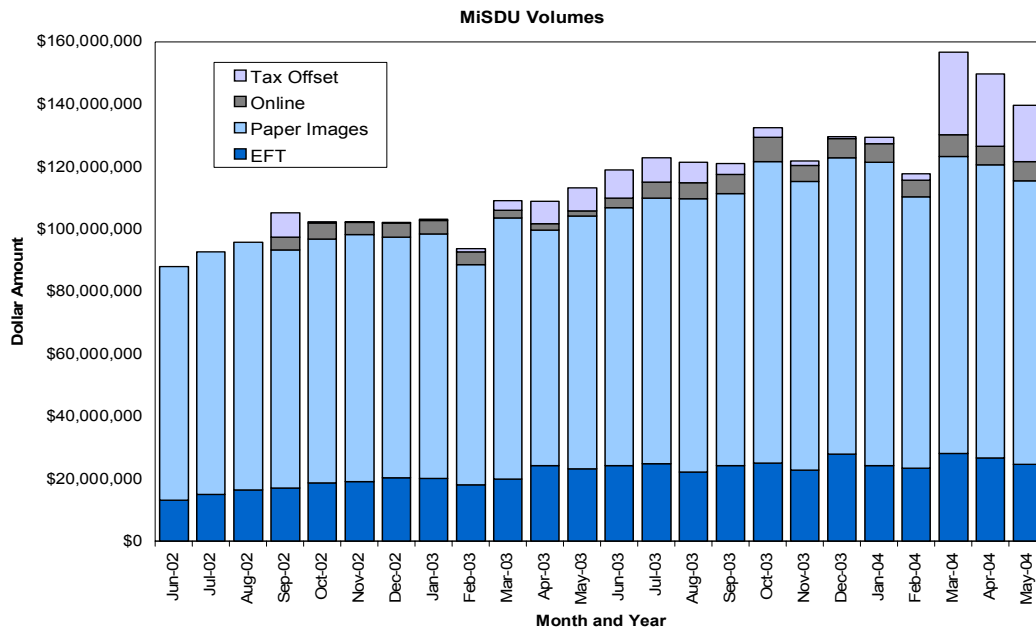
## Michigan State Disbursement Unit - Adding Value

by Walt Niewiadomski, State Disbursement Unit

The Michigan State Disbursement Unit (MiSDU) was formed in the year 2000 in response to new federal and Michigan laws that require the centralized processing of support payments. Since its inception, it has been operated by a contractor, ACS State and Local Systems (formerly Lockheed Martin IMS). In conjunction with the Michigan Child Support Enforcement System (MiCSES), the final phased implementation of MiSDU occurred with the redirection of obligor payments to MiSDU in 2003.

Working with MiCSES and using the contractor's proprietary systems, MiSDU has reached some significant performance benchmarks as follows:

- Receipting \$140.0 million monthly and identifying and posting 97.8 percent of the payments to MiCSES the same day as receipt. The following graph shows the types of payments received (electronic funds transfer (EFT), paper images, on-line payments, and tax offsets) and the totals per month since June 2002.



- Initiating telephone and mail contact with the 2.2 percent of payers who do not provide adequate identification with their payments and then resolving the discrepancies within the next ten business days.
- Posting fewer than ten "Unidentified" transactions daily to MiCSES out of a total of 30,000 transactions receipted daily (roughly 0.02 percent).
- Providing customer-service support to custodial parties, obligors, employers, and friends of the court. Up to 15,000 calls each week are answered within one minute and either resolved immediately or directed to the appropriate friend of the court within three minutes.

*continued on page 5*

*Dads from Day One program will provide case management services to low-income unwed fathers.*

*Dads From Day One, continued from page 1*

- **Intensive case management and a broad array of case services for low-income fathers with special emphasis on job training, job placement, and job retention.** A key part of this effort will be creating strong partnerships between the child support agency and community providers.
- **Encourage the marriage of unwed parents when appropriate.** Offer referrals for marriage preparation courses, relationship training, counseling, and responsible fatherhood programs.
- **Establish realistic child support obligations.** The caseworker will help the noncustodial parent through the process of obtaining a child support order and complying with it for the next few months. The caseworker will ensure that the initial order is realistic and then monitor payments for the first three months.

This project also will add a “healthy marriage” component to the child support agency interactions with unwed parents. This will be an integral part of the program and will bridge the gap between the unwed fatherhood programs of the past and the new focus on marriage as the ideal family arrangement for most parents and children (while recognizing that marriage is not appropriate or possible in all circumstances).

The major objectives of the proposed **Dads from Day One** Program are to:

- Increase voluntary affidavits of paternity.
- Increase child support payments.
- Improve parenting behavior by increasing fathers’ involvement in their children’s lives.
- Promote the marriage of unwed parents where appropriate.
- Increase the employment and earnings of low-income fathers.

Implementation planning is underway. Services will be provided beginning October, 2004.

To obtain more information about the demonstration project, you may contact Ellen Durnan, Senior Policy Analyst for the Michigan Office of Child Support and the grant administrator for this project at (517) 241-8051 or [durnane@michigan.gov](mailto:durnane@michigan.gov).

## Cases in Brief

by State Court Administrative Office, Friend of the Court Bureau Staff

*Wayne County Social Services Director v Yates*, 261 Mich App 152 (2004)

**HOLDING:** The 10-year statute of limitations on child-support enforcement actions is extended if the support payer has made any support payments voluntarily within the previous 10 years. “Voluntary” payments include those made by court-ordered income withholding.

**CASE SUMMARY:** A 10-year statute of limitations applies to child-support enforcement actions. *MCL 600.5809(3)*. That ordinarily would mean that an enforcement action could not be started more than 10 years after the parties’ youngest child turns 18. In *Yates*, the parties had divorced in Michigan in 1977. The payer-father later moved to Florida and mostly ignored the Michigan support order. The parties’ youngest child turned 18 in 1990. Two years later, the payer filed a motion to extinguish his support arrearage. He relied on the 10-year limitations statute. The Wayne Circuit Court denied that motion. The payer appealed, but the Court of Appeals affirmed in a published opinion.

The record showed that, before the youngest child turned 18, the Wayne Circuit Court had requested enforcement pursuant to the Revised Uniform Reciprocal Enforcement of Support Act (URESA), and a Florida court had enforced the Michigan order by entering its own order requiring support payments. The Florida court also ordered income withholding. Scattered payments pursuant to that income withholding were made in 1990, 1996, 1997, and 1998. Given that history, the Court of Appeals ruled that, by making those payments, the payer had reaffirmed his support obligation and thus restarted the 10-year limitation period each time he made a payment. The Court specifically rejected the payer’s argument that the income-withholding payments were “involuntary” and, therefore, should not be interpreted as a reaffirmation of the debt.

Note that the *Yates* opinion is published. That means that circuit courts must follow this precedent in similar cases.

*“The 10-year statute of limitations . . . is extended if the support payer has made any support payments voluntarily within the previous 10 years”.*

### *Michigan State Disbursement Unit - Adding Value, continued from page 3*

Future initiatives to improve MiSDU operations are focused on customer services for clients, FOCs, and employers. In July 2004, the State received vendor proposals for the next five years of MiSDU operations. The new contract will take effect on February 1, 2005. This is an opportunity to leverage input from the counties and the lessons learned from MiCSES. Moving forward, MiSDU will consider cost-effective strategies for even more seamless, timely, and accurate operations.

There will be further articles about the MiSDU in the **Pundit** as the new vendor contract is negotiated and finalized; new systems, services, and processes are implemented; and new opportunities to improve services present themselves. Future articles will focus on the complementary roles of the FOCs and MiSDU and the logistics of vendor contract change-over in February 2005.

## Capitol Corner

*by State Court Administrative Office, Friend of the Court Bureau Staff*

Since the April 2004 Pundit, the following legislation has been enacted. **These public acts impact both the friend of the court and the courts.** These public acts and other legislation may be viewed at: <http://www.michiganlegislature.org/>.

**Public Act 204 (House Bill 4768)** amends the Paternity Act. Changes to the Act are as follows and will become effective **October 1, 2004**:

- Confinement and pregnancy expenses may be divided between the parents in the same manner uninsured medical expenses are divided under the child support formula.
- If a person other than one of the parents paid the confinement and pregnancy expenses, that person may request reimbursement for the expenses.
- If the pregnancy is the result of physical or sexual battery, the court shall order payment of the confinement and pregnancy expenses by the party who perpetrated the battery.
- If Medicaid paid the confinement and pregnancy expenses, the court shall not apportion any of the confinement and pregnancy expenses to the mother.

**Public Act 193 (House Bill 4769)** amends the Social Welfare Act and became effective **July 8, 2004**. The amendment establishes the following:

- All rights to current, past due, and future support payable on behalf of a child who is in foster care are assigned to the Michigan Family Independence Agency (MFIA).
- MFIA's reimbursement cannot exceed the amount of MFIA's foster care payments.
- The Act increases funding for MFIA's early intervention programs.

**Public Act 203 (House Bill 4770)** amends the Office of Child Support Act and becomes effective **October 1, 2004**. This Act:

- Establishes a child support bench warrant fund in the Department of Treasury.
- Requires the Office of Child Support (OCS) to contract with law enforcement agencies to use the fund to enforce civil warrants related to child support.
- Requires OCS to submit an annual activity report to the Michigan Legislature concerning the use of the fund.

**Public Act 205 (House Bill 4771)** amends the Revised Judicature Act and becomes effective **October 1, 2004**. It sets the following fees:

- A judgment entry fee of \$80.00 must be paid for each judgment or order establishing or modifying custody or parenting time. (\$70.00 funds custody and parenting time services; \$10.00 goes toward enforcing bench warrants.)

*continued on page 7*



*Capitol Corner, continued from page 6*

- A judgment entry fee of \$40.00 must be paid for any order that determines or modifies child support except when the child support ordered is part of a custody/parenting time order as stated above. (\$30.00 funds investigation, collection, and enforcement services; \$10.00 goes toward enforcing bench warrants.)
- The court may order a party to reimburse the other party for motion fees paid.

**Public Act 206 (House Bill 4772)** amends the Support and Parenting Time Enforcement Act and becomes effective **February 28, 2005**. The amended Act now provides:

- The friend of the court is required to send the child support payer a notice of arrearage any time the payer's income withholding is administratively adjusted upward to collect an arrearage.
- The notice of arrearage must state:
  - That the payer's income withholding is being administratively adjusted.
  - The amount of the adjustment.
  - That the payer may request a hearing in writing within 21 days after the date of the notice to contest the withholding or the administrative adjustment if the withholding or adjustment causes an unjust or inappropriate result.
  - The place where a request for hearing must be filed.
- If the payer requests a hearing, the payer must serve the other party with a copy of the request.
- The friend of the court may review the objection administratively before a hearing is held before a domestic relations referee or a judge.
- The court may find an employer or other source of income in contempt and require the source of income to pay a fine and the amount of child support that should have been withheld. The IV-D agency is responsible for initiating contempt proceedings against the source of income. The contempt proceedings may be initiated in any county with jurisdiction over the source of income.
- IV-D agencies may pursue only those enforcement actions specifically authorized by statute or court rule.
- A child support payer held in contempt may be ordered to pay a fine of not more than \$100.00. This fine will be deposited in the county friend of the court fund.
- The court is required to order a child support payer held in contempt to participate in a work activity if that payer has failed to obtain a source of income and has failed to participate in a work activity after referral by the friend of the court. This requirement has a "good cause" exception.

**Public Act 207 (House Bill 4773)** amends the Friend of the Court Act and becomes effective **June 30, 2005**. The amendments provide that:

- The friend of the court is required to initiate a review of child support within 14 days after receiving information that a recipient of support or a payer is incarcerated for a period of more than one year or has been released from incarceration.

*continued on page 8*

*Capitol Corner, continued from page 7*

- Within 14 days after receiving a request, the friend of the court is required to determine if it must conduct a review. The office is not required to investigate more than one request received from the same party each 36 months.
- The friend of the court is required to review child support orders not less than once every 36 months if state assistance is contributing toward the support of the child.
- The friend of the court shall initiate proceedings to review support by sending a notice to the parties requesting information necessary to complete the review.
- No sooner than 21 days, but no later than 120 days after the notice (the notice constitutes a petition for modification and is filed with the court) is sent, the friend of the court shall calculate the revised amount of child support and send a notice to the parties and their attorneys. The notice shall include the following:
  - The new amount calculated for support.
  - The proposed effective date of the new support amount.
  - A statement that: either party may object within 21 days to the recommended support amount, and if no objection is filed within 21 days, an order will be submitted to the court incorporating the new support amount.
  - The notice shall inform the parties of how and where to file an objection.
- If an objection is filed, the friend of the court shall set the matter for a hearing before a judge or domestic relations referee. If the friend of the court receives additional information with a party's objection, it may recalculate the support amount and send out a revised notice.
- The friend of the court may impute income to a party who fails or refuses to provide requested information.
- The friend of the court may schedule a joint meeting to resolve the support issues.
- The support recommendation must set forth the calculations that produced the new support amount.
- The friend of the court recommendation can be used as evidence of a fact that is relevant to the support calculation when no other evidence is presented concerning that fact if the parties agree or no one objects to using the report.
- The court may **not** insist on proof of a substantial change in circumstances as a prerequisite for modifying a child support order when the friend of the court has recommended the modification after conducting a review under § 17(1) of the Act.
- If one party files a motion for a change in support, the court may only modify a support order upon finding a substantial change in circumstances.
- Notwithstanding the 36-month limit stated above, the friend of the court shall conduct a review anytime a party provides evidence of a substantial change in circumstances defined in the child support formula guidelines.
- The State Court Administrative Office must develop guidelines for imputing income to a party for the calculation of child support.

**Public Act 208 (House Bill 4774)** amends the Support and Parenting Time Enforcement Act and will become effective **June 30, 2005**. The amendments provide that:

- A surcharge cannot be accessed against an arrearage that was a result of a retroactive support obligation.

*continued on page 9*



*Capitol Corner, continued from page 8*

- The court waives or abates a surcharge.
- A surcharge will not be assessed if the friend of the court has collected 90 percent or more of the most recent semiannual obligation.
- A party or the friend of the court may file a motion to discharge a past surcharge or waive a future surcharge. The court shall order a repayment plan without the surcharges if, after notice and a hearing, the court finds all of the following are true:
  - The arrearage did not arise as a result of the payer avoiding a support obligation.
  - The payer has no present ability to pay the arrearage absent such a repayment plan.
  - The payer's plan is reasonable.
  - The surcharge accrued or will accrue after the June 30, 2005 effective date of this amendatory act.
  - The court shall reinstate the surcharge if the payer does not comply with the repayment plan.

**Public Act 209 (House Bill 4775)** amends the Paternity Act effective **October 1, 2004**. Public Act 209 allows child support to start only from the date the paternity claim was filed unless one of the following conditions are present:

- The defendant was avoiding service of process.
- The defendant threatened or coerced (through domestic violence or other means) the complainant not to file a paternity complaint.
- The defendant otherwise delayed the imposition of a support obligation.

**Public Act 210 (House Bill 4776)** amends the Friend of the Court Act and becomes effective **October 1, 2004**. Per the amendments:

- Each county **may** establish a friend of the court citizen advisory committee. Prior to Public Act 210 the law **required** counties to establish a citizen advisory committee.
- A citizen advisory committee shall honor any guidelines established by the State Court Administrative Office.
- Subject to some exceptions, the court may hold a "de novo" hearing based entirely or in part on the record of a previous hearing before a domestic relations referee.
- The referee's recommended order may be presented to the court for entry as an interim order as provided by Michigan Court Rules.
- Parties and their attorneys must be provided with the friend of the court's recommendations, summaries, and supporting documents prior to the court taking any action on a recommendation made by the friend of the court.

**Public Act 211 (House Bill 4792)** amends the Support and Parenting Time Enforcement Act and becomes effective **February 28, 2005**. Public Act 211:

- Allows the payer to file a motion to pay arrearages pursuant to an installment repayment plan. The court shall grant the motion if all the following are true:

*continued on page 10*

*Capitol Corner, continued from page 9*

- The arrearage is owed to the payee.
- The payee has consented to the payment plan without coercion or duress.
- The arrearage did not arise out of the payer avoiding the support obligation.
- If the arrearage is owed to the state, the payer may file a motion and the court may grant the motion if the following are true:
  - The arrearage did not arise out of the payer avoiding the support obligation.
  - The payer does not have and will not have the ability to pay the arrearage absent a payment plan.
  - The payment plan will pay a reasonable portion of the arrearage over a reasonable time period. A plan that does not cover the entire arrearage must require that:
    - A payer who is at or below the poverty level make payments for at least 24 months.
    - A payer whose income is above the poverty level make payments for at least 24 months plus one additional month for each \$1,000.00 above the poverty level that the payer earns.
- If the payer completes the payment plan, the court shall enter an order discharging the remaining arrearage.
- Arrearages may be reinstated upon showing of good cause.
- The court may order other conditions within the payment plan such as the payer participating in a parenting program, drug and alcohol counseling, and a work program.
- The court will review comments that the OCS has made about the payment plan.
- If the OCS fails to provide the court with comments, the court may adjourn the hearing, approve or deny the plan, or appoint a receiver or examiner to monitor the plan.

### NEW PENDING BILLS

Since the last publication of the Pundit, the following bills have been introduced.

**House Bill 5949** would amend the Child Custody Act by renaming it the Child Parenting Time Act and replace the term, “custody” with “parenting time” throughout the Act. The bill would also replace the word “custodial” with “parental”. The bill is tie-barred to a number of other bills that would replace references to the “Child Custody Act” with “Child Parenting Time Act.” This bill was introduced on May 27, 2004, and referred to the Judiciary Committee.

**Senate Bill 1319** would amend the Office of Child Support Act. The bill was introduced in the Senate on June 23, 2004, and referred to the Family and Human Services Committee. The bill would require the State Disbursement Unit to disburse child support electronically to a child support recipient’s financial institution or to a special account that may be accessed with an electronic access card.

**Senate Bill 1330** would amend the Estates and Protected Individuals Code. The bill was introduced June 30, 2004, and referred to the Families and Human Services Committee. The bill would require that the friend of the court receive notice of persons who will receive an inheritance. This bill is tie barred to Senate Bill 888 which allows a lien to be placed against an inheritance.

## FYI

*by State Court Administrative Office, Friend of the Court Bureau Staff*

### 2004 Formula Manual Released

The State Court Administrative Office has published and released the 2004 Michigan Child Support Formula Manual (MCSF) that takes effect on October 1, 2004. If you would like to either view or download the 2004 MCSF, please go to: <http://www.courts.michigan.gov/scao/services/focb/mcsf.htm>.

Following last year's review, the Supreme Court adopted all the proposed substantive changes except changing the shared economic responsibility formula (SER). The SER threshold remains at 128 overnights. The approved changes include:

- Alimony/spousal support paid between the parties in a case will not be considered as income or a deduction when child support is calculated.
- A list of factors the court may consider when deviating from the formula.
- Social Security benefits paid to children on a support payer's behalf will count as payer income. Continue to deduct those benefits from the payer's support obligation when recommending or ordering child support.
- Special considerations previously used on of business owners and executives now apply to others as well.
- Medical support includes several major changes relating to the responsibility to insure, allocation of premiums, reasonable cost of coverage, and uninsured medical expenses.

The Michigan Judicial Institute has scheduled a Webcast on August 19, 2004, to explain the 2004 changes. The Michigan Family Support Council also plans to conduct a session at the fall conference in October 2004.

### SCAO Information for Those Called to Active Duty

To assist soldiers called to active duty and their families, the State Court Administrative Office/Friend of the Court Bureau has created webpages regarding: (1) making new child support payment arrangements; (2) seeking a review and adjustment of the support obligation; (3) obtaining medical coverage for military dependents; and (4) requesting a passport when a child support arrearage would ordinarily make it impossible to obtain a passport. To view these web pages, please go to: [http://www.courts.michigan.gov/scao/services/focb/military\\_main.htm](http://www.courts.michigan.gov/scao/services/focb/military_main.htm).

### Grievance Reports for First Half of 2004 Due July 15, 2004

Grievance reports for the first half of 2004 were to be completed and forwarded to the Friend of the Court Bureau before July 15, 2004. **Grievance reports for 2004 must be submitted to the bureau electronically.** If you have any questions regarding the submission of the grievance report, please contact Timothy J. Cole.

*continued on page 12*

*FYI, continued from page 11*

### **Annual Statutory Reviews due August 1, 2004**

MCL 552.524 requires that chief circuit court judges annually review the performance of each friend of the court. A copy of the review (including any friend of the court responses and a summary of public comments) must be submitted to State Court Administrative Office, Friend of the Court Bureau, by August 1, 2004. The form is available at: <http://www.courts.michigan.gov/scao/courtforms/domesticrelations/drindex.htm#foc>. Please direct any questions regarding the friend of the court annual statutory review to Timothy Cole.

### **Contact Information for License Suspension**

Friend of the court offices should mail (and fax) copies of court orders suspending licenses, or rescinding present license suspensions, regulated by the Bureau of Health Professions (BHP) to:

Robert Kunkle  
Bureau of Health Professionals  
PO Box 30670  
Lansing, MI 48909  
Fax: (517) 373-2179

In the event Mr. Kunkle has any questions, please provide him with the name, address, and phone number of the friend of the court employee to contact.

The BHP is responsible for the licensing of the following professions: Chiropractic, Dentistry, Emergency Medical Services, Marriage and Family Therapy, Medicine, Nursing, Nursing Home Administrator, Optometry, Osteopathic Medicine and Surgery, Pharmacy, Physical Therapy, Physician's Assistants, Podiatric Medicine and Surgery, Counseling, Psychology, Occupational Therapists, Sanitarians, Social Work, and Veterinary Medicine. BHP will begin licensing Respiratory Therapy, effective 7/1/04.

### **2005 Access and Visitation Grant Application**

All FY 2005 Access and Visitation grant applications must be received by the State Court Administrative Office on or before August 6, 2004. **It is very important that other required documents are provided at the time the grant application is submitted;** examples are emergency safety plan, budget overview, and detailed budget proposal. If you have any questions regarding the grant application, please contact Timothy J. Cole.

*continued on page 13*

*FYI, continued from page 12*

### Converting and Prorating Support Amounts

MCL 552.605c requires conversion of support amounts that are not stated in monthly terms using a formula established by the State Court Administrative Office. The SCAO issued Administrative Memorandum 2002-10 and FAQ 2003-01 dealing with the conversion of those amounts. The 2004 Michigan Child Support Formula Manual also contains these conversion factors.

Frequency	Conversion
Weekly	Multiply by 4.35
Bi-weekly	Multiply by 2.175
Semi-monthly	Multiply by 2
Bi-monthly	Divide by 2
Quarterly	Divide by 3
Semi-Annual	Divide by 6
Annual	Divide by 12

The same section of the Support and Parenting Time Enforcement Act requires proration of amounts that do not take effect on the first day of the month. The SCAO also developed an equation to prorate support amounts.

$$Cb - ((Cb - Cn) \times .033 \times Dn)$$

$C_b$  = Beginning monthly charge

.033 = Daily Adjustment

$D_n$  = Number of days new amount effective

$C_n$  = New Monthly Charge amount

The Bureau recently updated an excel spreadsheet to aid in converting and prorating support amounts. To download the spreadsheet, go to: <http://www.courts.michigan.gov/scao/resources/publications/focbnewsletters/ProRateCS3.xls>.

If staff from the court, the prosecuting attorney's office, or the Office of Child Support have any questions about converting or prorating support amounts, please contact Bill Bartels.